

**RULE 400 - Interpreters**

Interpreters will not be provided for civil or small claims matters, unless required by law or ordered by the court. Upon request, the clerk will provide the names of authorized interpreters with whom a party may make arrangements for interpreting services, or may refer the party to the Kings County Court's Interpreter Coordinator. Any party requiring the services of an interpreter is responsible for arranging and paying for the services of such interpreter. (01/01/99)

**RULE 401 - Attorney Fee Schedule**

Attorneys' fees, when allowable in designated cases, shall be fixed in accordance within the court fee schedule, except as otherwise ordered by the court. A copy of said schedule may be obtained from the clerk. (01/01/99)

**RULE 402 - Facsimile Machine (Fax) Filing**

The court accepts direct facsimile filing pursuant to Rule 2006 of the California Rules of Court. The Court Executive Officer shall establish procedures, and fees consistent with the California Rules of Court to implement this program. (01/01/99)

**RULE 403 - Arbitration**

The provisions of Chapter 2.5, commencing with section 1141.10 of the Code of Civil Procedure and the provisions of the California Rules of Court set forth in Division III, commencing with Rule 1600, regarding judicial arbitration shall apply to all civil cases as stated therein. (01/01/99)

**RULE 404 - Eminent Domain Pleadings**

- (A) In eminent domain cases involving more than one parcel of property, the plaintiff's complaint shall set forth parcel numbers or symbols to identify each parcel of property. A defendant's answer, demurrer or written appearance shall set forth, in the space below the number of the case and in parentheses, the parcel numbers or symbols that identify the property claimed or owned by him or her.

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- (B) The clerk shall include in the index opposite the name of each defendant the parcel numbers or symbols that identify the property in which the defendant is alleged to have an interest.
- (C) The court may, for good cause shown, order any paper to be filed without a parcel number or symbol.  
(01/01/99)

**RULE 405 - Continuances of Small Claims Matters**

If proof of service on any defendant in a small claims case has not been filed by the date set for trial, the court may order a continuance of the trial date for up to 30 days to enable the plaintiff to effectuate service, upon showing of good cause and due diligence in attempting to effectuate service on the defendant. If proof of service has not been filed by the continued trial date, or if the plaintiff does not appear for trial, the court may dismiss the case with or without prejudice or render judgment for the defense.

Any other request(s) for a continuance must be in writing and served on the opposing party or parties pursuant to Code of Civil Procedure section 116.570.  
(01/01/99)

**RULE 406 - Procedures in Unlawful Detainer Cases**

- (A) Service and Filing of Proof of Service – Within 10 days from the date the unlawful detainer complaint was filed, a plaintiff shall either serve all named defendants and shall file a proof of service with the court or file an application for service by posting. If service is made by posting, proof of service must be filed within 10 days of issuance of the order.
- (B) At Issue Memorandum – Within 10 days from the date the unlawful detainer answer is filed, a plaintiff shall file an at issue memorandum, unless a judgment, request for dismissal, or notice of conditional settlement has been filed. By filing an at issue memorandum a party represents that the case is at issue and will be ready to proceed to trial on the date assigned.
- (C) Dismissal Hearing – Failure to comply with this rule will result in the scheduling of a dismissal hearing requiring the attendance of all counsel and any unrepresented parties who have appeared in the case to show cause why the case should not be dismissed. Failure of the plaintiffs to appear shall result in dismissal of the case. A dismissal hearing will be taken off calendar if a judgment, request for dismissal, notice of conditional settlement or at issue memorandum is filed with the court prior to the date of the dismissal hearing.

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- (D) Hearing to Prove Damages – After a clerk's judgment for restitution of the premises has been entered, a plaintiff seeking to recover money damages must set the case for a hearing within 6 months after the judgment is entered. A personal appearance will not be required if a declaration is submitted pursuant to section 585(b) and (d) of the Code of Civil Procedure.
- (E) Undertaking For Immediate Possession of Premises – Unless otherwise ordered by the court, the minimum amount of undertaking required for an order for immediate possession of premises, pursuant to section 1166a of the Code of Civil Procedure, shall be 10 times the amount of monthly rental, but not less than \$2,500.00. (01/01/99)

**(RULES 407 - 499 Reserved)**